

2022



Pre-Booking 2.0 Guide

Arresting Agency

Maricopa County Sheriff's Office
Intake, Transfer and Release
2670 S 28th Drive, Phoenix, AZ

Integrated Criminal Justice
Information System
620 West Jackson Street, Phoenix, AZ



MARICOPA COUNTY
SHERIFF'S OFFICE

ICJIS

INTEGRATED CRIMINAL JUSTICE
INFORMATION SYSTEM

Prior to Arriving to Intake, Transfer and Release

Prior to arriving at the Intake, Transfer and Release Facility (ITR), prepare your paperwork and the prisoner. You will need any applicable warrants relating to the arrest. You may have the warrants faxed to Intake Transfer and Release Facility at 602-253-3295.

Perform a thorough search of the prisoner. Any additional contraband or personal property found at the time of search will be returned to you for impound.

If you need assistance escorting a combative individual from your vehicle, call ITR Security Control at 602-876-8136.

Arrival at Intake, Transfer and Release

The ITR is located at 2670 S 28th Drive, Phoenix, AZ 85009. Enter through the main gates on the East side of the building. If arriving in an unmarked vehicle, show your ID to the Security Control Officer through your driver's side window.

Prior to entering the facility, ensure your weapons and ammunition have been secured, either in an available gun locker or in your vehicle.

Make sure the prisoner is handcuffed prior to entering the search area. The handcuffs can be removed once in the search area.

You are responsible for the conduct of the prisoner. Combative or disruptive prisoners may be placed in an available isolation cell. Hogtie restraints are not permitted under any circumstances. If you need assistance with a combative prisoner, MCSO Detention Officers may provide assistance, but will not take custody of the prisoner until the booking process has been completed.

Prisoner Search

Escort the prisoner into Intake via the Search Slider. Once inside, remove the prisoner's handcuffs, have the prisoner disrobe down to one layer of clothing (undergarments are not considered a layer of clothing), and put the remaining clothing items in the bin to be placed on the line scan and searched by MCSO staff. The MCSO Detention Officers will instruct

you when the prisoner can go through the body scanner machine and then move forward to the search wall.

After the prisoner has been searched or while being searched, take the prisoner's information to the MCSO Arrival Officer. The Arrival Officer will print the booking ticket and hand it to you. Once the prisoner is searched, the Arrival Officer will complete a 2-finger identification process on them and give them a sack meal. In addition, the Arrival Officer will give the arresting officer the contact form from adult probation asking them to write down two phone numbers and an email address. This paper will be kept with the prisoner throughout the Intake process. Once you have completed all these steps, you can proceed through the sallyport to the Pre-Booking area.

Pre-Medical Screening

Seat the prisoner in the waiting area, making sure that female prisoners are kept away from male prisoners. Fill out a prisoner information sheet, available in the Pre-Medical area (this can be done prior to arrival), and hand it to the Correctional Health Tech (CHT). The CHT will call up the prisoner and check their vital signs. Once complete, have the prisoner sit back down in the waiting area. A Registered Nurse (RN) will then call your prisoner up and evaluate them. Give the booking ticket to the RN so they can stamp and initial it once they have accepted the prisoner. This ticket contains the prisoner's unique booking number and has a barcode that will be utilized later by the Touch Pay Kiosk.



If the prisoner is denied by Correctional Health, they will have to obtain medical treatment from a hospital prior to returning to Intake for booking.



DO NOT put any money from the prisoner in the Touch Pay Kiosk until CHS has medically accepted the prisoner.

While waiting for Correctional Health Services (CHS) to complete the medical screening, obtain the prisoner's mugshot, complete the Immigration and Customs Enforcement (ICE) interview, and ensure that all the prisoner's property has been inventoried.

Pre-Booking 2.0 System



Choose an available computer terminal, and instruct the prisoner to sit in a seat near the computer whenever possible.

All pre-booking computers should already be logged in with the pre-booking web-application on the screen. If the computer has not been logged in, enter the login credentials posted on the label. The pre-booking web-application is on the start menu and can be accessed by any of these browsers: Chrome, Firefox, and/or Edge.

Log in to the pre-booking web-application by typing your Booking ORI into the field. If the pre-booking application was recently used by another officer but is now available, log out and log back in using your booking ORI.



Always enter booking information using your agency's ORI. Entering information under another agency's ORI will require you to start over.

Starting the Booking Process

At the Intake, Transfer and Release Facility you are able to complete multiple functions at once. Once you enter the Pre-Booking area, MCSO recommends you have your prisoner receive his mugshot photo and speak to ICE while they wait for their medical assessment and acceptance. To find the prisoner's booking record, follow the below steps.

Maricopa County Pre-Booking | Booking | Administration | Logout

Booking ORI

A

- AGUA FRIA JP (TOLLESON) (AZ0070733)
- AK CHIN POLICE DEPARTMENT (AZD06500)
- ALCOHOL/TOBACCO/FIREARMS DIV (AZATF0200)
- APACHE COUNTY SHERIFF'S OFFICE (AZ0010000)
- APACHE JUNCTION PD (AZ0111300)
- ARCADIA BILTMORE JP (PHXEAST2) (AZ0071933)
- ARIZONA ATTORNEY GENERAL (AZ007015A)
- ARIZONA FISH & GAME DEPARTMENT (AZFGD0000)
- ARIZONA HP(TUCSON) (AZ0109900)
- ARIZONA MOTOR VEHICLE (AZ007C000)

Type in your booking ORI and select an option from the list.

Maricopa County Pre-Booking | Booking | Administration | Logout

Booking ORI

AZ0075100

Prisoner Last Name: Surname

First Name: Given Name

Middle Name:

Suffix:

Active Bookings

Unable able to find matches

Start New Booking

To find the prisoner in the Pre-Booking system, enter the prisoner's name. If information for the prisoner has already been entered, their name will be listed in the Active Bookings list.

Maricopa County Pre-Booking | Booking | Administration | Logout

Booking ORI

AZ0075100

Prisoner Last Name: Tellnotail

First Name: Given Name

Middle Name:

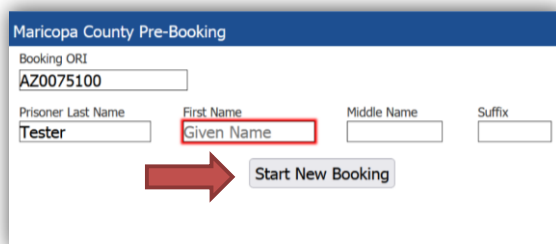
Suffix:

Active Bookings

TELLNOTAIL, JOHN TEST

Start New Booking

Click the name of the prisoner to continue the booking process. If the name is not found, click the 'Start New Booking' button. If you believe it is missing in error, ask for assistance from the MCSO staff.



Clicking the 'Start New Booking' button brings you to the Prisoner Information area and the beginning of the booking process.

From here, access each information page using the icons above the fields. Complete each page before progressing to the next. You can access other pages to add information at any time during the booking process. Remember to click 'Save' before moving from one page to another.

Some of the fields are required. If you miss filling out a required field, the application will inform you before you move to the next page and during the final validation process.

Prisoner Information



This page is used to enter general prisoner information. Enter the requested information in the applicable fields. Provide as much information as possible. Some fields are required. If you miss a required field, the application will warn you and will not let you proceed until you have filled in the field. When you're done entering information, click 'Save' and then 'Next.'

To add aliases, click the green plus sign next to the prisoner's name fields.

When the new fields appear, enter the alias information.

If you need to enter other alias information, such as Date of Birth (DOB) and/or Social Security Number (SSN), look for the green plus button next to those fields and follow the same process. When you are finished click 'Save.' If there is no alias information to enter then do not add any additional fields and continue to the next area.

Contact Information



This page is used to enter contact information for the prisoner. Provide as much information as possible. Some fields are required. If you miss a required field, the application will warn you and will not let you proceed until you have filled in the field.

Ask the prisoner if they consent to text message notifications. If they do, select the appropriate answer in the dropdown menu located next to the fields for phone number and type.

At the bottom of the page click 'Save' and then 'Next.'

Maricopa County Pre-Booking [Booking](#) [Administration](#) [Logout](#)

TELLNOTAIL, JOHN TEST | AZ0075100 | C000224 | Accepted by Medical | [Not Validated](#)

Prisoner
 Contact
 Employment
 SMT
 Property
 Arrest
 Charges
 Form IV
 Reports

Subject is Homeless?

Phone Number Type Consent to Text

Address

Type Cohabitant Years Months Days

Number Direction Street Name Suffix Apartment #

City State Postal Code

Nearest Relative

Name Relationship: Phone Number:

Address:

This page is used to enter employment information for the prisoner. Provide as much information as possible. Some fields are required. If you miss a required field, the application will warn you and will not let you proceed until you have filled in the field.

At the bottom of the form click 'Save' and then 'Next.'



Scars, Marks, and Tattoo Information



This page is used to enter scars, marks, and tattoo (SMT) information for the prisoner. Many scars, marks, and tattoos are readily visible but not all, so be sure to ask the prisoner. Some SMTs may be indicated on the warrant. If the prisoner has any SMTs, fill out this page. To add more lines of information, click the green plus sign.

Maricopa County Pre-Booking | Booking | Administration | Logout

TELLNOTAIL, JOHN TEST | AZ0075100 | C000224 | Accepted by Medical | [Not Validated](#)

Prisoner | Contact | Employment | **SMT** | Property | Arrest | Charges | Form IV | Reports

SMT Code: SMT Description: - +

When you click into the SMT Code field a pop-up appears and prompts you to select or search for one of the standard SMT Codes. You can refine your search by selecting the 'Tattoos' or 'Scars' buttons which will only display that category of codes in the table below.

Maricopa County Pre-Booking | Booking | Administration | Logout

TELLNOTAIL, JOHN TEST | AZ0075100 | C000224 | Accepted by Medical | [Not Validated](#)

Prisoner | Contact | Employment | **SMT** | Property | Arrest | Charges | Form IV | Reports

SMT Code: SMT Description: - +

All Codes | Tattoos | Scars |

SMT Code	Item / Location / Description	Category
GAUGING	(ALSO KNOWN AS STRETCHING, TAPERING, EXPANDING OF EARLOBE OR OTHER BODY PARTS)	OTHR: Other Physical Characteristics
PRCD ABDOMN	ABDOMEN, PIERCED	OTHR: Other Physical Characteristics
PRCD BACK	BACK, PIERCED	OTHR: Other Physical Characteristics
BALD	BALD/BALDING	OTHR: Other Physical Characteristics
BODY MOD	BODY MODIFICATIONS (NOT OTHERWISE CODED)	OTHR: Other Physical Characteristics
DIMP L CHK	CHEEK, LEFT, DIMPLES	OTHR: Other Physical Characteristics
DIMP CHEEK	CHEEK, NONSPECIFIC, DIMPLE	OTHR: Other Physical Characteristics
DIMP R CHK	CHEEK, RIGHT, DIMPLES	OTHR: Other Physical Characteristics
PRCD CHIN	CHIN, PIERCED	OTHR: Other Physical Characteristics

When you are finished adding SMT information, click 'Save' and then 'Next.'

Property Information



This page is used to enter personal property information for the prisoner. Provide as much information as possible. None of the fields are required. Perform an inventory of the prisoner's property. Ensure that all property, including belts, jewelry, drawstrings, and shoelaces are removed from the prisoner's person. Describe jewelry as yellow, white or gray in color, not gold or silver. Do not list Social Security or credit card numbers in the description. If an item is damaged, note that in the description. If there is no property, leave the fields empty, click the 'Inmate has no property' checkbox, and proceed to the next area.

If the prisoner has more than one item of property to document, click the green plus sign to add more property information lines.

If the prisoner has money, enter the amount of money they have. This should match the receipt printed by the Touch Pay Kiosk.

When you are finished, click 'Save' and then 'Next.'

Maricopa County Pre-Booking | Booking | Administration | Logout

TELLNOTAIL, JOHN TEST | AZ0075100 | C000224 | Accepted by Medical | **Not Validated**

Prisoner | Contact | Employment | SMT | **Property** | Arrest | Charges | Form IV | Reports

No electronic deposits have been made.

Amount of money being deposited in the money envelope is:

☐ Prisoner has no property

Property Type	Quantity	Color 1	Color 2	Description	
Battery	25	Black	Orange	Energized	+
Belt Buckle	1	Silver		Just the buckle, no belt	-
Credit Card	1	Blue		Chase	-

Save Next

Money

This process should only be completed following Medical Acceptance by CHS.

Reference the Booking Ticket provided by the MCSO Arrival Officer to access the Touch Pay Kiosk. Deposit all cash into the Kiosk. The kiosks are touch screen; follow the on-screen prompts for depositing money. Money considered to be a collectible item (i.e. 2 dollar bills, one dollar coins, 50 cent coins, or foreign currency) are not accepted by Kiosk machines and cannot be deposited. Collectible and foreign currency must either be impounded or placed in the prisoner's property bag with a description.

Once the receipt has been printed, have the prisoner sign it. The amount of money on the receipt should match the amount of money entered at the bottom of the Property page in the Pre-Booking application.

The prisoner must sign the bottom of this receipt.



The Pre-Booking application will inform you if there have, or have not been any electronic deposits made in conjunction with the associated booking record.

Maricopa County Pre-Booking | Booking | Administration | Logout

TELLNOTAIL, JOHN TEST | AZ0075100 | C000224 | Accepted by Medical | **Not Validated**

Prisoner | Contact | Employment | SMT | **Property** | Arrest | Charges | Form IV | Reports

No electronic deposits have been made.

Amount of money being deposited in the money envelope is:

☐ Prisoner has no property

Property Type	Quantity	Color 1	Color 2	Description
Battery	25	Black	Orange	Energized
Belt Buckle	1	Silver		Just the buckle, no belt
Credit Card	1	Blue		Chase

Save Next

Arrest Information



The arrest page is used to enter prisoner arrest information. Enter as much information in the applicable fields as you are able to. Some fields are required. If you miss a required field, the application will warn you and will not let you proceed until you have filled in the field.

If there was more than one arresting officer, you can add them by clicking the green plus button in that section.

If the prisoner has any known co-defendants, enter their booking information in the applicable fields located on the bottom of the Arrest page. You can also add more co-defendants if needed by clicking the green plus sign.

When you are finished click 'Save' and then 'Next.'

Charge Information



The Charge Information page of the application is used to enter any Holds, Charges, Bonds, Departmental Report Numbers (DRs), and Sentence information for the prisoner. Enter the requested information in the fields in each applicable section. Provide as much information as possible. Some fields are required. If you miss a required field the application will warn you and will not let you proceed until you have filled in the field.

The screenshot shows the 'Maricopa County Pre-Booking' application. At the top, there are tabs for 'Booking', 'Administration', and 'Logout'. Below the tabs, there is a navigation bar with icons for 'Prisoner', 'Contact', 'Employment', 'SMT', 'Property', 'Arrest', 'Charges' (highlighted), 'Form IV', and 'Reports'. The main content area displays a list of sections: 'DRs', 'Holds', 'Charges', 'Bonds', and 'Sentences', each with a green plus icon to its right.

If you need to delete DR, Hold, Charge, Bond, or Sentence information, click the red minus sign next to the information you wish to delete. You will be asked to verify that you wish to delete the information.

This screenshot shows a close-up of the 'Charges' section. A red arrow points from a red minus icon next to a charge record to a confirmation dialog box. The dialog box contains the text 'Are you sure you want to delete this record?' and two buttons: 'I'm sure. Delete it.' and 'No. Do not delete this record.'.

Section	Action
DRs	+
Holds	+
Charges	+
<new charge> 10-2106 WEAR INSIGNIA W/O AUTHORITY	-
Bonds	+
\$123456.00, Cash Only, No Deposit	-
Sentences	+

The following subsections describe each of the charge information areas in more detail.

Hold Information

When you click the green plus sign to add Hold information, you will be presented with the following pop-up prompt.

What type of hold do you want to create?

Warrant AZ DOC Hold Out-of-State DOC Hold

Cancel

Warrants for other Arizona Counties will be placed as a Hold. Warrants for cities not seen in County IA Court will also be placed as Holds. Click the appropriate Hold choice for your prisoner.

Warrant

Hold (OR) Out-of-State (OR)

City Court Court Name

Warrant Numbers

Warrant Number Confinement Order Number Governor's Warrant Number

Warrant Date Contact Name

Charge Description

Hold Comment

Associated ORs

No records created

Bondable

Save Clear

AZ DOC Hold

AZ Department Of Corrections Hold

State Prison Hold Reason

State Prison Hold Sentence

Bondable

NON-BONDABLE

Associated ORs

No records created

Save Clear

Out-of-State DOC Hold

Out-of-State DOC Hold

Out-of-State ORs

Charge Description

Contact Name

Hold Comment

Bondable

NON-BONDABLE

Associated ORs

No records created

Save Clear

Enter the information that applies. Pre-Booking Application will not let you advance if required information is missing. After you are finished entering information, click the 'Save' button and continue to the next subsection.

Charge Information

When you click the green plus sign to add charge information you will be presented with the following popup prompt. Click the appropriate charge choice for the prisoner.

For warrant arrests you must add each charge listed on the warrant separately. Use the 'Court' list to select the appropriate court (the court issuing the warrant or the County Justice Court jurisdiction.) Next, navigate to the 'Charge Status' list and select 'Awaiting IA Court.' Enter the number of counts. A warrant generally itemizes charges as Count 1, Count 2, etc. The only time there are multiple counts of a single charge is when that charge is listed multiple times on the warrant. The 'Preparatory Offense' modifier refers to Attempted, Solicited, Facilitated, and Conspiracy. If none of these apply, leave the field blank.

What type of charge do you want to create?

Arrest

Arrest Charge

Court Charge Status

Counts Preparatory Offense

Violation Date Violation Code Charge Class

Case Number Citation Number CCN/Warrant Number

Crime of Violence? Domestic Violence? Drug Offense? Bondable

Associated DRs

No records created

Fugitive Of Justice

Fugitive Of Justice

Charge Status Counts

Violation Date Violation Code Charge Class

FOJ State FOJ ORI FOJ Agency FOJ Contact Phone

FOJ Charges

OCA/Warrant Number Warrant Date Underlying Charge Bond Text

Crime of Violence? Domestic Violence? Drug Offense? Bondable

Associated DRs

No records created

Probation Violation

Probation Violation

Charge Status

Counts Preparatory Offense

Violation Date Violation Code Charge Class

CCN/Warrant Number Warrant Type Failure Condition

Underlying Probation Violation Charges Probation Officer

Crime of Violence? Domestic Violence? Drug Offense? Bondable

Associated DRs

No records created

To add the violation code of the arrest, click the link below the 'Violation Code:' section.



Violation Date Violation Code [No ARS Code is selected. Please click to assign one.](#) Charge Class

Clicking to assign an ARS Code will prompt the following pop-up screen to appear. This is an ARS code search field that allows you to search and select the appropriate ARS code for this record. The field can be searched by ARS code, or you can type the description of the crime (keyword search for assault, murder, minor, narcotic, etc.), in the search field and codes matching that description, or keyword, will populate the table below.

Search: [Click to select a violation code](#) [Close](#)

ARS Code	Description	Start Enforcement	End Enforcement
1-12-010A	VIOLATION OF ANY MUNICIPAL COD	07/01/2008	
1-254	RECV MONEY W/DRAW PETITION SIGN	11/04/1992	08/31/2000
1-254D	RECV MONEY W/DRAW PETITION SIGN	11/04/1992	08/31/2000
1-261	RECV MONEY W/DRAW PETITION SIGN	11/04/1992	06/18/2008
1-261D	RECV MONEY W/DRAW PETITION SIGN	11/04/1992	06/18/2008
1-3-162A2	STORAGE ON FRONT PORCH	01/01/1990	06/30/2008
10-11632	INTERROG/SIGN VIO	01/01/2007	
10-11632A	INTERROG/SIGN-REFUSE/FALSE	01/01/2007	
10-11632B	INTERROG/SIGN VIO-INTENT DECEV	01/01/1999	
10-12-010B	MOTORIZED SKATEBOARD LAW	07/01/2008	
10-16-020A	PARKING IN HANDICAP ZONE	07/01/2008	
10-16-050	PARKING WHERE PROHIBITED	07/01/2008	
10-16-060B	RV/BOAT/TRAILERS AFTER DARK	07/01/2008	
10-16-070F	VEH OVER 3/4 TON PROHIBITED	07/01/2008	
10-1623	BANKRUPTCY VIOLATION	01/01/1996	

First Prev 1 2 3 4 5 Next Last

Match the charges on the warrant to their corresponding Violation Code and enter these into the Violation Code field. Check the End Date to ensure the charge you choose was valid at the time of the offense. Select the matching charge from the list; you will then be automatically redirected back to the charge screen.

Arrest Charge

Court Charge Status

Counts Preparatory Offense

Violation Date Violation Code [No ARS Code is selected. Please click to assign one.](#) Charge Class

Case Number Citation Number CCN/Warrant Number

Crime of Violence? Domestic Violence? Drug Offense? Bondable

Associated DRs

No records created

[Save](#) [Clear](#)

Refer to the warrant to identify 'Charge Class' and 'Violation Date.' It is important that the warrant number (for example, CR2008126478001) be entered in the 'CCN/Warrant Number' section. The warrant will indicate if the charge is 'Bondable'; it will give you an amount or say "NON-BONDABLE". Select the appropriate value from the Bondable drop-down menu. Please note that warrant arrests are not Domestic Violence, so you will need to indicate such in the 'Domestic Violence?' drop-down menu. Repeat this process for every charge on the warrant. After you are finished entering information, click the 'Save' button and continue to the next subsection.

Bond Information

When you click the green plus sign to add a bond you will need to enter the bond amount shown on the warrant. The warrant will also indicate if the bond is 'Cash Only.' Note that not all bond amounts are cash only. The warrant will have to specifically indicate a cash bond. Once you enter the bond amount, link all charges associated with bond amount by checking the box next to the charge.

Please note that you can also create bonds in the Charge subsection.

The image shows two screenshots from the Pre-Booking 2.0 system. The top screenshot is a detailed view of the 'Bond' form. It includes dropdown menus for 'Crime of Violence?', 'Domestic Violence?', 'Drug Offense?', and 'Bondable' (set to 'BONDABLE'). Below these are radio buttons for 'Associated Bond' with options: '\$150000000.00, Cash Only, No Deposit' and 'Add a new bond'. There is also a section for 'Associated DRs' showing 'No records created'. At the bottom are 'Save' and 'Clear' buttons. A red arrow points to the 'Add a new bond' option. The bottom screenshot shows the main dashboard with tabs for Prisoner, Contact, Employment, SPET, Property, Arrest, Charges, Form IV, and Reports. The 'Charges' tab is active, showing a list of charges with a 'Bond' column. The first charge is '1-12-010A VIOLATION OF ANY MUNICIPAL COD' with a bond amount of '\$1400.00, Cash Only'.

After you are finished entering information, click the 'Save' button and continue to the next subsection.

Departmental Report Number (DR)

Enter any related Departmental Report Number (DR) information by clicking the green plus sign to add it. If there is none, move to the next subsection.

The screenshot shows the 'Maricopa County Pre-Booking' application. The top navigation bar includes 'Booking', 'Administration', and 'Logout'. Below this is a row of icons for various sections: Prisoner, Contact, Employment, SMT, Property, Arrest, Charges (highlighted), Form IV, and Reports. The main content area is divided into two panes. The left pane contains a list of subsections: DRs, Holds, Charges, Bonds, and Sentences, each with a green plus icon. The right pane is titled 'DR' and contains a form with fields for 'ORI' and 'DR Number', and 'Save' and 'Clear' buttons. Below the 'Charges' subsection in the left pane, a charge is listed: '<new charge> 1-12-010A VIOLATION OF ANY MUNICIPAL COD' with a red minus icon.

Once you have entered any associated DR numbers, link them to associated charges in the charge's subsection by clicking the appropriate DR Number in the Associated DRs checkbox.

The screenshot shows a dialog box titled 'Associated DRs'. It contains a list of DR numbers with checkboxes. The first entry is 'AZATF0200 / 465465465' with an unchecked checkbox. A red arrow points to the checkbox. At the bottom of the dialog are 'Save' and 'Clear' buttons.

After you are finished entering information, click the 'Save' button and continue to the next subsection.

Sentence Information

Enter any related sentence information by clicking the green plus sign to add it. If there is none, move to the next subsection.

To link a sentence and a charge, in the charge area select “Sentenced to County Jail” in the charge status drop-down menu.

After you are finished entering information, click the ‘Save’ button and continue to the next subsection.

Form IV Information



Most of this information may be unknown during booking, so enter what is known and select no/unknown for everything else. There are seven (7) sections to this form: Probable Cause, Circumstances of the Offense, Crimes of Violence, Domestic Violence, Other Information, Drug Offenses, and DNA Information. Depending on how you answer the Violence, Domestic Violence, and Drug Offense questions when inputting a charge, the number and type of sections that are needed for Form IV will change. Those questions look like the picture below and can only be found in the Charges area.

Crime of Violence?	Domestic Violence?	Drug Offense?
<input type="text"/>	<input type="text"/>	<input type="text"/>

Click the arrow to the left of each section title to show the relevant questions for that section.

If the prisoner only has a sentence charge, no Form IV is needed. If the prisoner is remanded with an “awaiting next court date” as the disposition, no Form IV is needed. All holds, except out of county holds, do not need a Form IV. When filling out this form, remember that it is sent directly to the courts, so you may need to enter information from other areas of the application (charge information, hold information, warrant numbers, etc.)

Some fields are required. If you miss a required field, the application will warn you and will not let you proceed until you have filled in the field.

When you are finished completing all sections of this form, click ‘Save’ and then ‘Next.’

Write your probable cause report as you would normally; addressing who, what, when, why and other narrative elements surrounding the arrest. Be sure to include charge information, hold information, warrant numbers, and if the prisoner is awaiting initial appearance.

Fill out all of the other sections of the Form IV to the best of your ability. Please click ‘Save’ and ‘Next’ to proceed to the Reports area.

Final Validation



When the arrest/booking record is complete, the prisoner has been accepted by medical, and the prisoner's property has been logged and accounted for, it's time for final validation.

After the booking number has been created and the prisoner has been accepted by medical, a validation link will appear. Click the "Not Validated" link to lock the record fields and set the link to "Validated." This will only occur if you have filled out all of the required information and resolved all warnings.

The first screenshot shows the 'Maricopa County Pre-Booking' interface with the 'Not Validated' link highlighted. The second screenshot shows the same interface with the 'Validated' link highlighted.

Maricopa County Pre-Booking | Booking | Administration | Logout

TESTERTON, JUSTIN ANNETTE | AZ0075100 | C000151 | Accepted by Medical | [Not Validated](#)

Prisoner Surname Given Name Middle Suffix
TESTERTON JUSTIN ANNETTE

Date of Birth
2000-01-01

Sex Race Height Weight
Female White 506 250

Eye Color Hair Color
Blue Blond or Strawberry

Social Security Number

Place of Birth Interpreter Language Interpreter Comment
US

Citizenship

Has the defendant served in the U.S. Military? No

Save Next

Maricopa County Pre-Booking | Booking | Administration | Logout

TESTERTON, JUSTIN ANNETTE | AZ0075100 | C000151 | Accepted by Medical | [Validated](#)

Prisoner Surname Given Name Middle Suffix
TESTERTON JUSTIN ANNETTE

Date of Birth
2000-01-01

If you need to edit a field, click the "Validated" link to set it back to "Not Validated," edit the field as needed, click the 'Save' button, then click the "Not Validated" link to reset it to "Validated."



If you do not save before validating, your changes will not be kept.

If the application detects an error in your report or an empty required field, you will be prompted to resolve it. To quickly navigate to the error, click on the description of the issue. You will be taken to the page containing the error to facilitate its resolution.

The screenshot shows the Maricopa County Pre-Booking application interface. The form includes fields for Prisoner Name (Surname, Given Name, Middle, Suffix), Date of Birth, Sex, Race, Height, Weight, Eye Color, Hair Color, Social Security Number, Place of Birth, and Citizenship. A modal window titled "ERRORS that must be resolved before the booking can be validated (Click an error to fix)" is displayed, listing the following errors:

- Contact Information has not been saved
- Employment Information has not been saved
- Form IV Information has not been completed
- DR information exists that is not linked to a Charge or Hold - AZ0111300 / 123321123321

Below the errors, a section titled "WARNINGS for your attention (Click a warning to view related page)" lists the following warnings:

- No Holds Entered
- Missing Co-Defendants
- Missing Scars/Marks/Tattoos

A red arrow points to the "Contact Information has not been saved" error.

Errors must be resolved, but Warnings don't need to be resolved for the report to be validated and ready for the Acceptance Officer.

After all errors are resolved, a new button will appear allowing you to click to validate and lock the booking record.

The screenshot shows the Maricopa County Pre-Booking application interface. The form includes a "Probable Cause" section with a text area for the officer's notes. A modal window titled "ERRORS that must be resolved before the booking can be validated (Click an error to fix)" is displayed, listing the following errors:

- Form IV Information has not been completed

Below the errors, a section titled "WARNINGS for your attention (Click a warning to view related page)" lists the following warnings:

- No Holds Entered
- Missing DR Numbers for Charges/Holds
- Missing Co-Defendants
- Missing Scars/Marks/Tattoos

A red arrow points to the "Form IV Information has not been completed" error. Another red arrow points to the "Missing DR Numbers for Charges/Holds" warning. A button labeled "Click to Validate and Lock Booking" is visible at the bottom of the modal window.

Booking Process Overview


Use this section to guide you through the booking process.

1. Upon entering the search area, remove the handcuffs from the prisoner. Instruct the prisoner to place any shoes, socks, and extra layers of clothing in the black bin. The MCSO Detention Officer will then instruct the prisoner to step through the body scanner.
2. Place the prisoner's property bin on the black conveyer of the Smith machine. **No one should walk behind the Search Officer at any time during the search.** Any contraband or additional personal property found during the search will be returned to you for impound or, if authorized, added to the prisoner's property bag.
3. After a successful search of the prisoner, make sure you receive the Booking Ticket from the Arrival Officer and that the prisoner has received the 2-finger identification. After this is complete, proceed through the sallyport to complete the booking process.
4. If you are entering the Pre-Booking area with a female prisoner, place her in Pre-Iso 4 to complete her urine sample, then have her sit in the designated female seating area. If you are entering the Pre-Booking area with a male prisoner, have him sit in the designated male seating area.
5. If not completed prior to arrival, fill out the medical questionnaire form, then hand the form to the CHT by the Pre-Booking computer workstation so they can complete the prisoner's vitals.
6. Ensure that all required areas of the Booking Ticket are signed off by the appropriate staff members before completing the final validation of the booking process.
7. Have the prisoner immediately complete the Mugshot and ICE interview. Once these are completed, have the prisoner sit and wait for the medical assessment while you complete your paperwork.
8. While waiting for the medical assessment, complete the booking process for the prisoner in the Pre-Booking system (see the next section for detailed instructions on completing the booking process).
9. Once CHS has accepted the prisoner, place the prisoner's funds in the Touch Pay Kiosk and finish the booking. Complete this process even if the prisoner has no money.
10. Complete Final Validation, then print one copy of the Arrest Record and two copies of the Property Inventory.
11. Place one copy of the Property Report inside the property bag, and take the property bag to the Mug Shot Officer for inspection and sealing.
12. The Mugshot officer will hand you the mugshot pictures from the printer. Ensure the photos are kept with the prisoner paperwork.
13. Once the Mugshot officer has inspected and sealed the property, give it to the Acceptance Officer with your final submission paperwork which should include the booking ticket, arrest record, any applicable warrants, the signed Touch Pay kiosk receipt, property inventory, and mugshot labels. Any errors the Acceptance Officer finds must be corrected prior to proceeding. Upon verifying the accuracy of the booking, the Acceptance Officers will notify you, and you may leave the Pre-Booking area.



If you have any questions, the Officers that are assigned to the Acceptance Desk are available to assist in any way that they can.

Appendix I: Example Booking Ticket

DATE: 08/16/2021 TIME: 20:15	MARICOPA COUNTY SHERIFF'S OFFICE BOOKING TICKET	
BOOKING NUMBER: C000060		
LAST NAME: TESTERTON		
FIRST NAME: ANOTHER		
MIDDLE NAME: T	DOB: 01/01/1990	
SUFFIX:	SEX: M	
BOOKING FACILITY: ITRF		
<hr/>		
TASKS THAT MUST BE COMPLETED PRIOR TO ACCEPTANCE OF INMATE		
CHS Vitals _____	Receiving Screening _____	MH _____
Task	Completed By	
Mugshot	_____	
Homeland Security	_____	
Property	_____	
Touch Pay (Only after Medical Clearance)	_____	

Appendix II: Example Property Report

DATE: 08/16/2021 TIME: 20:17	MARICOPA COUNTY SHERIFF'S OFFICE INMATE PROPERTY INVENTORY	Page 1 of 1 MCSO BOOKING NO. C000060
NAME: TESTERTON, ANOTHER T		DOB: 01/01/1990

PROPERTY			
QTY	ITEM	COLOR 1	COLOR 2
25	BATTERY		
7	SHOELACES	WHI	
			DESCRIPTION 9V BATTERIES SHOELACES BRADED TOGETHER

ARRESTING OFFICER IS RESPONSIBLE FOR ENSURING ALL PERSONAL PROPERTY LISTED.

ARREST OFFICER: TOP DOG K9	ARREST OFFICER #: 555
AGENCY: MARICOPA CO JAIL	PROPERTY IMPOUNDED: NO

RETURNED PROPERTY TO THE INMATE

INMATE SIGNATURE: _____	DATE: _____
OFFICER SIGNATURE: _____	DATE: _____

RELEASED PROPERTY

RELEASED TO: _____	ID TYPE/NUMBER: _____
RELEASING OFFICER SIGNATURE: _____	DATE: _____

() INMATE TANK ORDER

Appendix III: Example Arrest/Booking Record

Commented [AR1]: I think we need a much better example of an arrest/booking record.

MARICOPA COUNTY SHERIFF'S OFFICE ARREST/BOOKING RECORD							Page 1 of 1
DATE: 08/16/2021 TIME: 20:21							
LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	MCSO BOOKING NO.			
TESTERTON	ANOTHER	T		C000060			
HOME ADDRESS			HOME PHONE	INTERPRETER LANGUAGE			
				GER			
RACE	SEX	HGT	WGT	HAIR	EYES	DATE OF BIRTH	
U	M	511	320	PLE	MUL	01/01/1990	
PLACE OF BIRTH		CITIZENSHIP		SOC SEC NO.			
US		US		111-22-3333			
EMPLOYER NAME		OCCUPATION		BUSINESS PHONE			
		STUDENT					
BUSINESS ADDRESS							
NEAREST RELATIVE NAME		RELATIONSHIP		RELATIVE PHONE			
RELATIVE ADDRESS							
ARRESTING AGENCY		AGENCY ARREST #		ARREST DATE / TIME		WAGON OFFICER	
AZ0075100 MARICOPA CO JAIL		1234567489		08/14/2021 01:56		SERIAL NUMBER	
ARRESTING OFFICER SERIAL #:		555 DOG K9					
ARRESTING OFFICER PHONE:		555-444-6666					
ARREST LOCATION:		GRID:					
VEHICLE LOCATION:		PERSONAL PROPERTY IMPOUNDED: NO					
HOLD INFORMATION							
NONE							
NON-SENTENCED CHARGES							
NONE							
SENTENCED CHARGES							
NONE							
CO-DEFENDANTS							
NONE							
ALIASES							
NONE							
SCARS/MARKS/TATTOOS							
SMIT CODE		SPECIFIC DETAILS					
PRCD CHIN		WITH WHITE METAL STUD					
PROPERTY							
QTY	ITEM	COLOR 1	COLOR 2	DESCRIPTION			
25	BATTERY			9V BATTERIES			
7	SHOELACES	WHI		SHOELACES BRADED TOGETHER			
MCSO ACCEPTANCE INFORMATION							
PRISONER MONEY AMOUNT:		\$1400.00		PERSONAL PROPERTY BAG: YES			
ACCEPTED DATE / TIME:		08/16/2021 18:34		BY OFFICER: PBOOK			
OFFICER SIGNATURE DELIVERING PRISONER:							

Appendix IV: Agency Training Scenarios

Typical Arrest: Basic Larry, Jr.

- Arresting agency AZ007000
- Prisoner Information
 - Name: Basic Larry
 - DOB: 06/25/1990, SSN: 111223333
 - Race: Asian
 - Sex: M
 - Height: 500, Weight: 135
 - Hair: Black
 - Eye: Brown
 - POB: CA, CTZ: US
 - No alias
 - Not homeless
- Ph: 464-462-6565
- He does consent to text messaging.
- He lives in an apartment with Basic Larry, Sr. (his father) at 31416 Normalized Ave. Basicville, AZ 85297
- Nearest relative is his father.
 - Father's Ph: 777-777-7778
- Employed as a wood chopper.
- No SMT
- Property: 1, shoelace and two necklaces.
- Arrest:
 - No transport by MCSO
 - Arrest date: 11/24/2021 at 1324
 - Arrested on the corner of Bland Dr. & Anystreet St. by Officer Griffith (serial #121212), Ph: 333-567-8910
- Charges:
 - DR: 1213141516171819, ORI: Apache Junction PD
 - Charge>Arrest: Arrested for trespassing onto a neighbor's property to chop wood.
 - Court: Youngtown Magistrate Court
 - Awaiting IA Court on 1 count with a preparatory offence of attempt.
 - Violation Date: 11/24/2021
 - ARS Code: 13-1504A, Misdemeanor One
 - Not a crime of violence, or DV, not a drug offense
 - No Bond Set.
- Associate the DR number.
- Form IV: Complete creatively.

Out of County Hold: Isaiah Finnley

- Arresting agency AZ0072300
- Prisoner Information
 - Name: Isaiah Finnley
 - DOB: 11/07/1995, SSN: 777889999
 - Race: Black
 - Sex: M
 - Height: 507, Weight: 235
 - Hair: Black
 - Eye: Brown
 - POB: LA, CTZ: US
 - No alias
 - Not homeless
- Ph: 555-448-7575
- He does consent to text messaging.
- He lives in an house with Jenny Isaiah mom (his mother) for the past 10 years, 1 month, and 4 days at East 1458 Smuchitellie Dr. Newtown, AZ 85555
- Nearest relative is his mother.
 - Mothers Ph: 666-555-7777
- Isaiah did not disclose his employment status.
- No SMT
- No Property
- Arrest:
 - No transport by MCSO
 - Arrest date: 06/17/2020 at 1010
 - Arrested on the corner of 6201 W. Olive Ave, Glendale by Phoenix PD, Officer Collison (serial #06419), Ph: 777-555-4646
- Charges:
 - DR: 202000000768131, ORI: Phoenix PD
 - Hold>Warrant:
 - Apache Junction PD AZ0111300
 - Court: Apache Justice
 - Warrant Number: 123456789321
- Form IV: Complete creatively.

FOJ: Sara Smucker Jane

- Arresting agency AZ0079900
- Prisoner Information
 - Name: Jane, Sarah Middle Name: Smucker
 - DOB: 05/10/1998, SSN: 867530909
 - Race: White
 - Sex: F
 - Height: 511, Weight: 175
 - Hair: Pink
 - Eye: Blue
 - POB: AK, CTZ: Unk
 - AkA: Smucker Sally
 - IS homeless
- She does not provide a phone number and is unwilling to disclose any other contact information.
- Does not disclose employment status.
- SMT: Red rose on right facial cheek.
- Property: 1 Govt. Issued ID, AZ Driver's License
- Arrest:
 - No transport by MCSO
 - Arrest date: 11/20/2021 at 0325
 - Arrested on the corner of Avengers Circle and 172nd Ave by Officer Goofy (serial #8672), Ph: 555-867-5309
- Charges:
 - DR: 1654984326169, ORI: Maricopa County Jail
 - Charge>FOJ:
 - Alaska for 1 count.
 - FOJ ORI AK0050000 FOJ Agency is Fairbanks PD
 - Ph: 444-400-4001
 - OCA/Warrant Number 44455566677788
 - Warrant Date: 10/01/2021
 - Underlying Charge: DUI while skateboarding on a public highway.
 - Bond text: \$300.00
 - Not a crime of violence, Not DV, No Drug Offense
 - Associate the DR previously created.
- Form IV: Complete creatively.